

Advanced Civil Schooling FY09 SOP

(15 June 2009)

SUMMARY of CHANGE

Advanced Civil Schooling, FY09 SOP

This revision, dated 15 June 2009--

- o Replaced “FY08” with “FY09” (throughout).
- o Removed the Expanded Graduate School Program (EGSP) (throughout).
- o Updated organizational changes and addresses (throughout).
- o Removed references to providing book stipend/payment (section 8)
- o Administrative and personnel changes (throughout)

Suggested improvements: Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Human Resources Command (AHRC–OPL–L), 200 Stovall Street, Alexandria, VA 22332–0411.

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1. References

1. AR 621-1, Training of Military Personnel at Civilian Institutions (28 August 2007)
2. AR 350-100, Officer Active Duty Service Obligations (8 August 2007)
3. AR 621-7, Army Fellowships and Scholarships (8 August 1997)
4. AR 621-108, Military Personnel Requirements for Civilian Education (26 March 2007)
5. AR 621-5, Army Continuing Education System (11 July 2006)
6. AR 623-3, Evaluation Reporting System (10 August 2007)
7. DA PAM 623-3, Evaluation Reporting System (13 August 2007)
8. DoD Instruction 1322.10, Policy on Graduate Education for Military Officers (29 April 2008)
9. DoD Instruction 1322.06, Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel (15 November 2007)
10. ACS Home Page: <https://www.hrc.army.mil/site/protect/Active/opfamacs/ACS00.htm>

2. General Information

1. Once a graduate school nomination packet is approved by the ACS section, the ACS section will notify the officer's assignment officer to request assignment instructions/request for orders (RFO) through the appropriate Professional Services Branch. (Section 3 of this SOP)
2. Submit a DA 2125 (Report to Training Agency) to the ACS section, after arrival at school and at the end of each semester/quarter, include grade information. Email the DA 2125 to ACS2125@conus.army.mil. The DA 2125 is tied to the funding requirement and without a DA 2125 payment of tuition will be delayed. Funding for ACS is based on the tuition agreement and the DA 2125. Do not assume that the number of hours listed on the DA 2125 will automatically be paid by ACS. The tuition agreement is the primary source document to establish the funding limitation and the DA 2125 is secondary. (AR 621-1, and Sections 3 and 9 of this SOP)
3. Upon arrival at school, check with the bursar's office, student accounts, etc. to ensure you are sponsored by the Army via a sponsorship letter. Ensure the dates covered on the sponsorship letter are the same as any dates listed in your orders for graduate school. If the dates are not the same then there will be a delay in paying tuition. If a sponsorship letter is not on file or the dates are not the same, contact the appropriate school program manager in the ACS section. (Section 3 of this SOP)
4. Submit a DA 1059-1 (Academic Evaluation Report) to the ACS section at ACS1059-1@conus.army.mil. (AR 621-1, and Sections 3 and 9 of this SOP)
5. Cost caps for tuition and fees are: low cost \$17,000; medium cost \$33,000; high cost \$45,000. (Sections 6, 9, and 10 of this SOP)
6. There is no longer a stipend to defray application fees and offset the cost of books. (Sections 6, 9, and 10 of this SOP)
7. ACS pays the majority of tuition and mandatory fees for students enrolled in the fully funded program. Certain fees will not be paid nor reimbursed, and are the responsibility of the officer, such as health insurance, parking passes, student ID, registration, transcripts, graduation, application, deposit, enrollment, cap and gown, recreation, technology, orientation, reservation, books or thesis/dissertation. (Sections 6, 9, and 10 of this SOP)

3. Advanced Civil Schooling (ACS) Background

The ACS Section facilitates the education of approximately 1400 ACS students, Scholars and Fellows in any given school year. The ACS section is involved with students participating in the following programs:

- Advanced Civil Schooling (ACS)
- Degree Completion Program (DCP)
- Cooperative Degree Program (CDP)
- Scholarships/Fellowships/Internships (Non-MEL Producing)
- Senior Service College Fellowships
- Training with Industry (TWI)

Although the ACS Section hosts the programs stated above there are other key players (Training Agencies) involved in the assignment process: branch or functional area assignment officers (AOs), the United States Military Academy, and the United States Army Student Detachment (USASD). This SOP covers ACS candidates; for DCP, CDP, Scholarship/Fellowship/Internship, and TWI information and points of contact, please reference the ACS Home Page. Contact the Officer Retention Branch, EGSP.Retention@conus.army.mil, for information regarding EGSP.

Standard ACS Flow

The ACS Section is responsible for securing and distributing the Army ACS budget. Budget and manning requirements allow a maximum of 412 ACS students (400 in FY09) to enter ACS each year. Based on budget, career field designation needs and historical data, the ACS Chief develops yearly allocations for USMA, Functional Areas and Assignment Divisions. ACS allocations are approved via the ACS quota book by the Director, Officer Personnel Management Directorate (OPMD), and are normally released in August for the upcoming fiscal year (FY).

Once allocations are released, it is then the responsibility of the training agencies (See Section 6) to select the ACS candidates to fill their quota allocations. Training agencies recommend ACS candidates to the Chief of Development Branch, Leader Development Division (LDD), Human Resources Command (HRC) for final approval. Simultaneously, the officers will apply to the desired civilian institutions (IAW AR 621-1 para 3-4f), unless otherwise directed by HRC. After the officers have been accepted by a university and approved by the Development Branch Chief, the officer's assignment officer (AO) will request assignment instructions/ RFO through the appropriate Professional Services Branch (PSB). ACS does not have a PSB and cannot generate an RFO.

Students will proceed to their university with a report date of ten days prior to registration or the beginning of class, whichever is earlier. Upon arrival, students will in-process through the USASD, Fort Jackson, South Carolina. The student detachment will handle all of the students' administrative support while in school.

Students will submit progress reports on a DA Form 2125 (Report to Training Agency) to ACS2125@conus.army.mil IAW AR 621-1 para 2-11b and the ROTC/USAREC training memo IAW AR 621-1 para 2-14 to Ms. Stephanie Dixon, stephanie.dixon2@conus.army.mil, HRC ACS Technician. The ACS section will accept the ROTC/USAREC training memos via mail, fax or e-mail. Students should courtesy copy a DA Form 2125 to their appropriate training agency to ensure they are informed of the student's academic progress. For students required to submit a thesis or dissertation, the title and a short summary must be provided with their final DA 2125. Any funding issues will be routed through the ACS Budget Section. Mrs. Yvette Evans, yvette.m.evans@conus.army.mil, is the ACS School Program Manager responsible for schools A-T (Abilene Christian University-Tulane), Ms. Sheila Hazelwood, sheila.hazelwood@conus.army.mil, is the ACS Budget Analyst responsible for Naval Postgraduate School (NPS) and Air Force Institute of Technology (AFIT), and Mrs. Doris Dabney/Ms. Maria Dille, doris.dabney@conus.army.mil or maria.dille@conus.army.mil, are the ACS School Program Manager responsible for schools U-Z (University of Akron-Yale). Please understand that students are funded for the program that was agreed upon between the student, the training agency and Development Branch Chief. Regulation and budget requirements do not facilitate special requests or additional funding for select officers. Changes to completion date or degree scheme must first be approved in writing by training agency, branch and Chief, Civilian Education IAW Section 11.

Upon completion of degree requirements students will submit one Academic Evaluation Report (DA Form 1059-1) to ACS1059-1@conus.army.mil, and one official degree awarding transcript to Ms. Stephanie Dixon, HRC ACS Technician. IAW DOD Directive 1322.10, every ACS quota is associated with an initial utilization tour. Army Educational Requirement System (AERS) accounts for validated fully funded graduate positions and is monitored by the AERS Program Manager, Mrs. Michelle Carr, michelle.d.carr@conus.army.mil. Officers receiving ACS funds are expected to fulfill their contractual agreement to the Army by completing their entire utilization tour and active duty service obligation. Any curtailment or deferment must be approved prior to movement of the officer.

4. Guidance for Filling ACS Quotas

Filling ACS quotas MUST receive the same level of interest and support as regular requisitions. One ACS goal for the fully funded graduate program is to provide Army officers the best academic education in the timeliest and most cost effective manner. The most beneficial use of Army fully funded resources is to educate officers who exhibit a potential for future military service, possess a strong academic background (transcripts), and demonstrate a potential to achieve a graduate level education (GRE).

The Director, OPMD approves quota allocations for each fiscal year. These allocations are based on the Army Educational Requirements System (AERS), The Army Authorization Document System (TAADS), and other approved education initiatives. If a proponent knows they will be unable to fill all their allocated quotas, they should notify Development Branch as soon as possible, but NLT 1 January of the current FY. Any proponent that has a special need for additional quotas should contact Chief, Civilian Education NLT December of the current FY. Once the need is validated, Chief, Civilian Education will include the request when considering where to reallocate unused quotas for the current fiscal year IAW G-3 ACS prioritization. Any request for additional quotas will come from an existing training agency. In January, the Chief, Civilian Education will reallocate quotas that have not been identified for use in the current fiscal year. Training agencies that need a permanent increase for the following fiscal year must provide an information paper to Chief, Civilian Education for consideration in the upcoming quota development process. ACS quotas are capped at 412 since the DoD External Review Board of 2002.

FY09 (1 Oct 2008 to 30 Sep 2009) Highlights

- AUG 2008 FY09 ACS Quotas Released to Divisions (actually occurred MAR 09)
- OCT 2008 Winter 09 and Spring 09 ACS Packets Due
- 15 NOV JCS/OSD Georgetown Admission Review
- 01 DEC JCS/OSD Georgetown Selectees Announced
- 01 JAN 2009 Final Quota Intent Spreadsheets Due
- 01 FEB FY09 ACS Quotas Redistributed, NDIC Nominees Due
- 24 MAR Olmsted Foundation Selection Board
- 01 APR Summer 09 Semester Packets Due
- 01 MAY Fall 09 Semester Packets Due

5. Eligibility Criteria and Requirements for ACS

AOs carefully screen applicants for ACS to ensure they meet the following criteria:

1. Regular Army or Voluntary Indefinite status at time of application and selection
2. Not more than a total of 17 years Active Federal Service (AFS) upon entry into the ACS Program

Note: Warrant officers have different AFS criteria. See AR 621-1, para 3-1d (2) for details.

3. Undergraduate degree in an appropriate academic discipline
4. Undergraduate GPA of 2.5 or better
5. Minimum GRE score of 500, 500 and 4.0. Please note:

a. All master level applicants for ACS **must** have GRE scores in their ACS nomination packet, **regardless of whether or not the university requires a GRE for admission**. The GRE scores must be current (within 5 years from the date of entry into the ACS Program), **regardless of whether or not the applicant has been accepted into school**.

b. GRE scores must be a minimum of 500, 500 and 4.0. GRE scores below the criteria must be accompanied by a waiver request with justification from the officer's Career Division or Functional Area Manager. **The minimum waivable GRE score is 350 and 2.0**. Development Branch will not approve any officer who scores less than 350 or 2.0, even if the applicant has been accepted into school.

c. The following personnel do not need GRE scores:

(1) PhD applicants (unless the specific university requires)

(2) Officers deployed who have zero opportunity to take the GRE due to unavailability of testing facilities. These officers have 90 days following re-deployment to test.

6. Minimum GMAT score of 500 (for management related degrees only, e.g. Comptrollers, Acquisition Management, and MBA). GMAT score below the criteria must be accompanied by a waiver request with justification from the officer's Career Division or Functional Area Manager. **The minimum waivable GMAT score is 350**.

7. Acceptance into a graduate program which requires no more than 6 credit hours of prerequisites --If more than 6 hours are needed, officers should complete prerequisites prior to

entering the ACS Program. Prerequisites may be taken using tuition assistance IAW AR 621-5. ACS will not fund courses that are taken as a prerequisite or taken as a non-degree requirement elective.

8. Demonstrated potential for future military service. Officer must NOT be at risk for promotion to the next higher grade.

9. SECRET clearance (TS SCI for NDIC MSSSI program)

10. Qualified for promotion or recently promoted to where ACS attendance will not place the applicant at risk for promotion to the next rank

11. Career timeline allows for schooling and an initial utilization assignment for a minimum of two years (many training agencies require an initial three year utilization)

6. ACS Nomination Process

1. Procedure. Nominations for ACS are selected by training agencies, screened by the Career Divisions and Professional Services Branch (PSB), and staffed to Development Branch for final approval.

2. Responsibilities.

a. Training Agencies per AR 621-1 para 1-5 Career Branches (Army Acquisition Corps, Funded Legal Education Program, LLM-Master of Laws, Chaplains), Career Divisions of Human Resources Command (basic branches and functional areas), United States Military Academy, Professor Army War College, JCS/OSD intern, G3 Harvard Strategist, Warrant Officer Division, Special Operations Low-Intensity Conflict

(1) Screen nominees to ensure they meet eligibility criteria and requirements for ACS.

(2) Develop a recommended schools listing that takes into account academic discipline, utilization requirements, and cost.

(3) Select nominees to fill quota allocations.

(4) Send “Student Guidance from Training Agency” to each nominee.

(5) Communicate with nominee on final school selection.

(6) Determine nominee’s potential for future military service.

(7) Examine the nominee’s career timeline to ensure they have enough time to complete the degree and serve a two year utilization tour (two year is the minimum; three year is the norm).

(8) Assemble the ACS nomination packet.

(9) Staff through Division Chief to Development Branch.

(10) Cut RFO after the nomination packet is approved and notified by Development Branch.

(11) Manage annual quotas.

b. Development Branch [Leadership Development Division (LDD)]:

(1) Ensure nominee meets all eligibility criteria and requirements for ACS.

(2) Ensure packet contains all necessary documents.

(3) Apply for nominees attending Syracuse Comptroller Program or nominate NDIC applicants.

(4) Verify cost category and quota availability for each nomination.

(5) Approve/disapprove packet and notify Career Division.

(6) Develop yearly quotas for Director, OPMD approval and distribute to training agencies.

Example of Student Guidance from Training Agency

Dear <ACS Nominee>,

1. You are being nominated for the Army's Advanced Civil Schooling (ACS) program to pursue a <Masters>/<PhD> degree in <specify exact discipline>. This memorandum provides guidance and instructions for submitting your ACS packet. Please read this memorandum and follow instructions completely. This will improve timely processing of your nomination packet.

2. Preparation.

a. Take the Graduated Record Exam (GRE) or GMAT (for business administration degrees) as soon as possible.

(1) All master level applicants for ACS must have GRE scores in their ACS nomination packet, regardless of whether or not the university requires a GRE for admission. PhD applicants do not need GRE scores, unless the university requires a GRE. The GRE scores must be current (within 5 years from the date of entry into the ACS Program), regardless of whether or not you are accepted to the school.

(2) GRE scores must be a minimum of 500, 500 and 4.0. GRE scores below the criteria must be accompanied by a waiver request with justification from the officer's Career Division. **The minimum waivable GRE score is 350 and 2.0.** Development Branch will not approve any officer who scores less than 350 or 2.0, even if the officer has been accepted to a university.

(3) Officers deployed, who have zero opportunity to take the GRE due to unavailability of testing facilities, do not require GRE scores in their nomination packets. These officers have 90 days following re-deployment to test.

(4) GMAT score must be a minimum of 500 (for management related degrees only, e.g. Comptrollers, Acquisition Management, and MBA). **The minimum waivable GMAT score is 350. GMAT score below 500 must be accompanied by a waiver request with justification from the officer's Career Division.**

b. Apply to selected universities.

(1) You are authorized to apply to any U.S. accredited university that falls into the <specify which cost category is authorized based on FY09 quota allocations: Low \$0-17,000, Medium \$17,001-33,000, or High \$33,001-45,000> cost category. The standard for meeting a cost category is the student specific tuition agreement with the university. Do not apply to a university that does not fall into your authorized cost category and do not select a degree scheme that requires travel, as no TDY funding is available for ACS. You will not be able to attend a university that exceeds your authorized category; however you may, attempt to negotiate a reduced tuition agreement with the university that will place that institution in your authorized cost category. Ensure you follow tuition negotiation guidance in Section 9 of the ACS SOP when speaking to a university. You are expected to seek tuition reduction even if the university is within your allotted cost category. The Army is sponsoring the majority of your education, in return you are expected to attend a university at the lowest possible tuition rate, in the shortest time possible, serve in a utilization position and complete the incurred ADSO.

(2) Contact your training agency (branch, functional area, proponent, USMA, etc.) for a list of preferred schools that offer the academic programs that will best serve the needs of the proponent and Army. If you desire to attend a particular school not on the proponent's preferred schools list, it is the proponent's option to accept or decline your request. Ensure your special request is for a quality graduate program in a traditional main campus classroom setting. Development Branch will do all it can to honor the desire and recommendation of the proponent. However, the final approval authority on school choice is the Chief, Development Branch.

(3) There is no reimbursement for application fees, transcripts, health insurance, registration, parking, recreation, technology, graduation fees, student ID, orientation fees, reservation fees, books or thesis/dissertation. These expenses are the responsibility of the student.

(4) Officers do not apply directly to the Syracuse University Defense Comptroller Program. The ACS Section will apply for the officer using information in the officer's nomination packet. ONLY the ACS Section has authority to communicate with the Syracuse University Defense Comptroller Program on behalf of HRC's graduate education programs.

(5) Officers are required to attend school full-time, to include summer sessions, and complete their degree in the shortest amount of time possible. When applying to schools without summer sessions, the officer must provide a plan for the summer session(s) to be approved by Development Branch. Possible courses of action for summer may include: 1) directed research; 2) internship; 3) summer program at alternate university. Students currently attending ACS will submit a request, IAW Section 10 of the ACS SOP, to address summer plans that were not identified during the initial application. Officers that are unable to register for a full-time schedule, as defined by the university, must submit a request IAW Section 10 of the ACS SOP. A master degree through ACS is limited to 18 months (USMA allocations are 24 months). Do not assume you will receive an extension at the end of your 18 months.

(6) Letters of acceptance must state the following:

- Name of officer being accepted

- Statement of acceptance to the school (not “conditional acceptance”)
- Tuition agreement. Tuition cost (resident or non-resident) – must say resident status for universities that grant resident tuition to military students. Tuition and mandatory fees for the first academic year by semester. The first academic year includes all terms within the first 12 months of school. Student will initial requested tuition amount prior to submission to denote understanding of authorized tuition limit.
- Degree to be obtained (MA, MS, Ph.D., LLM, etc.)
- Department and discipline to which admitted
- Registration and class start dates
- Inclusive dates of the officer’s program of study (**imperative that they be accurate**)
- Expected graduation date
- Length of academic program in terms of required credit hours, months, and number of semesters (i.e. 33 semester hours, 18 months, and 3 semesters)
- Required prerequisites (if any) and if they can be taken concurrently with the program or must be taken prior to official acceptance into the graduate program, officers will not be approved into disciplines requiring more than six hours of prerequisites.
- Point of contact at the institution

3. ACS packet IAW AR 621-1 para 3-4. Send the following to your branch or functional area manager to be included in your ACS packet:

a. DA Form 1618 (Application for Detail as Student Officer at a Civilian Educational Institution or at Training with Industry)—completed and signed.

b. Letters of Acceptance with the required information.

c. Undergraduate and graduate transcripts for **ALL** college level courses taken. If applying to the Syracuse University Defense Comptroller Program, submit two official transcripts.

d. Official scores for GRE/GMAT (taken within 5 years): PhD (Not required by the Army) and Deployed Officers (required within 90 Days after return; however, must submit deployment waiver)

e. Any request for waivers. Waivers are in memorandum format and state why the officer should receive an exception. A sample waiver is available in Section 6 “The ACS Nomination Packet”.

4. Additional information about the Army’s ACS program can be found on the ACS Home Page and in AR 621-1, *Training of Military Personnel at Civilian Institutions*.

5. Point of contact is your training agency/proponent.

NPS Application Procedures

Eligibility Guidance to Army Officers applying to the Naval Postgraduate School (NPS), Monterey, CA

Army officers applying to NPS for an advanced academic degree should request an **Academic Profile Code (APC)** review from the NPS Admissions Office prior to applying to the Army's Advanced Civil Schooling (ACS) program. Requesting an APC review from NPS in advance of applying to an ACS training agency will assist in the selection process and will expedite the formal NPS Admissions process after an officer has been selected by the Army to attend graduate school through ACS. Officers should provide their training agency (branch, functional area, USMA, etc.) a copy of their NPS APC review when submitting their ACS application for the fully funded ACS program.

APC Application Procedures:

To request an APC review for an NPS program arrange for sealed official transcripts of **ALL** undergraduate and graduate work to date (degree & non-degree) to be sent to the NPS Admissions address below. Fill out the APC Request form and email it to grad-ed@nps.edu. Once your APC is calculated the NPS Admissions Office will notify you by email indicating whether or not you are qualified for a specific NPS curriculum. Required APCs will generally range from 323 for highly technical programs to 365 for non-technical programs.

Mailing Address:

Admissions Office, Code 01C3
Attn: Director of Admissions (Official Transcripts)
Naval Postgraduate School
1 University Circle, He-022
Monterey, CA 93943-5100

APC Request Form:

Today's Date:

(Request will stay on file for 6 months, please resubmit after that time.)

- 1) Last Name (include former/maiden name if applicable):
- 2) First Name, Middle Initial:
- 3) SSN:
- 4) Branch of Service:
- 5) Functional Area:
- 6) Rank (i.e. CPT, 0-3):
- 7) All college(s) attended (degree or non-degree) with Degree(s), Major(s) & Date Conferred (Mon/Yr):
- 8) Email Address:
- 9) Phone Number:
- 10) Additional Comments: Evaluation & letter of eligibility requested for ACS board application packet. (Please include ACS deadline).
- 11) Projected Enrollment Date (Mon/Yr):
- 12) Curriculums of Interest (at least 3, Code & Title):

Helpful Web Links

Academic Catalog: <http://www.nps.edu/Academics/GeneralCatalog/Home.htm>

7. ACS Nomination Packet

1. The ACS Nomination Packet, IAW AR 621-1 para 3-4, **must** include the following (preferably in order):

a. HRC Form 214-E (dated SEP 2006), Advanced Civil Schooling Nomination Form (Form is available under Local Forms in AHRC FAP Forms). **Assignment Officer Responsibility**

b. DA Form 1618-R (dated JAN 2003), signed by officer and first field grade commander in chain of command. This is the signed contract between the officer and the Army, and must be on file before the officer can begin ACS. **Candidate Responsibility**

c. Letter of acceptance from university to which the officer is being nominated. Do not need letters of acceptance from every university to which the officer applied, only the final approved university. **Candidate Responsibility**

d. Current and accurate ORB. **Assignment Officer Responsibility**

e. Complete career timeline. **Assignment Officer Responsibility**

f. All undergraduate and graduate level transcripts. **Candidate Responsibility**

g. GRE/GMAT score sheet. PhD applicants not required. **Candidate Responsibility**

h. Initialed Tuition Agreement. Listed by term, number of hours each term times the tuition rate per hour plus fees, with an annual total. Include total required hours for degree. Officer must initial beside tuition statement to denote understanding of maximum authorized tuition. **Candidate Responsibility**

i. If applicable, the following:

(1) USMA Data Sheet (for all USMA nominations) **USMA Responsibility**

(2) Request for Waiver (GRE, GPA, TIS) **Candidate Responsibility**

2. Incomplete packets will be returned for correction and delay processing.

Request for Waivers

1. The following criteria may be waived by Development Branch:

Criteria	Requested By	Approval Authority	Remarks
GPA	Nominee	Chief, Development Branch	Must meet standard on GRE
GRE/GMAT	Nominee	Chief, Development Branch	No waiver for scores below 350, 2.0
TIS	Nominee	Chief, Development Branch	Must be able to complete ADSO

2. Waivers will be considered on a case by case basis. Decision will be based on the officer's total packet. **Double waivers (meaning GPA and GRE/GMAT) will not be accepted.**

3. Please note that separately funded programs such as: Army Acquisition Corps (AAC) and Special Operations Low-Intensity Conflict (SOLIC). Consult the AAC or SOLIC proponent.

4. **Follow the example memorandum format for ALL waivers:**

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Commander, U.S. Army Human Resources Command (ATTN: Branch – Assignments Officer),
200 Stovall Street, Alexandria, VA 22332-0411

FOR Commander, U.S. Army Human Resources Command (ATTN: AHRC-OPL-L), 200
Stovall Street, Alexandria, VA 22332-0411

SUBJECT: Time in Service (TIS) Waiver for Over 17 Years Active Federal Service (AFS)
Upon Entry into the Army's Fully Funded Advanced Civil Schooling (ACS) Program

1. I am requesting a TIS waiver to participate in the Army's fully-funded Advanced Civil Schooling Program. If selected, and upon entry into the ACS Program, I will have XX.X years (or XXX months) of Active Federal Service at the time I will begin my educational program.

2. This is X.X years (or XX months) greater than the 17 years stipulated in AR 621-1, Para 3-1d(1).

3. If selected, and upon entry into the ACS Program, I understand that I will incur an Active Duty Service Obligation (ADSO) IAW AR 350-100.

4. I will completely fulfill my ADSO and required utilization tour incurred as a result of participation in the ACS Program. I will not request to separate from military service prior to fulfillment of my ADSO, and I understand that any request to do so may be disapproved.

5. I may be contacted at _____ should there be any questions.

// Must be Signed //
SIGNATURE BLOCK

8. Active Duty Service Obligation and Recoupment

1. References.

- a. AR 350-100 (dated 8 August 2007), Officer Active Duty Service Obligations, para. 2-8, 3-3, 3-4, and 4-1.
- b. AR 621-1 (dated 28 August 2007), Training of Military Personnel at Civilian Institutions, para. 3-9.

2. Active Duty Service Obligation (ADSO).

- a. Officers incur an ADSO of three days for every one day in school. The entire schooling period counts toward the ADSO, to include weekends, holidays, leave taken during school, etc. The officer incurs an ADSO regardless of whether he/she graduates.
- b. Development Branch calculates the ADSO from the duration of course dates on the Academic Evaluation Report (AER) and records the start and end date of the ADSO on screen 8 in the Officer Record Data (ORD) of the Officer Record Brief (ORB), in TOPMIS II. The AERS Program Manager is responsible for calculation of all ACS ADSO requests. Do not reference supporting data or documentation other than AR 350-100, Officer Active Duty Service Obligations, or calculation forms from the AERS Program Manager.
- c. The ADSO begins the day after the officer leaves school.
- d. The ADSO cannot be waived.

3. Recoupment.

- a. The ADSO cannot be waived; however, the Army may choose to accept recoupment of funds instead of having the officer serve out the ADSO. The decision is entirely the Army's.
- b. Recoupment equals the percentage of time remaining in the ADSO times the cost of the education. Development Branch will calculate the recoupment, but the final amount is determined by DFAS IAW US Code Title 10, 2005, DoDI 1322.10, AR 621-1, AR 350-100, and AR 37-104-4.

9. ACS In-processing and Student Reports

Welcome Letter

Leader Development Division

Dear <ACS Nominee>,

Congratulations on your selection to participate in the Army's fully funded Advanced Civil Schooling (ACS) Program. Your selection was based on your past academic and military performance, as well as your potential for continued success in academics and military service.

The ACS program is a **voluntary** program governed by AR 621-1, Training of Military Personnel at Civilian Institutions. I recommend you carefully review this regulation and comply with its contents.

While in this program, your duty is to obtain your degree through maximum participation within the specified time limit: Master's degree 18 months (USMA 24 months), PhD 3 years residency, 2 years all but dissertation (Professor Army War College 2 years residency, 2 years all but dissertation). By participating in this program, you will incur an Active Duty Service Obligation (ADSO) of three days for every one day you are in school IAW AR 350-100.

Two organizations are responsible for facilitating your time in school: The office of Advanced Civil Schooling (ACS) which is part of the Army Human Resources Command in Alexandria, VA and the US Army Student Detachment (USASD) at Fort Jackson, SC. ACS oversees all tuition payments to the universities. USASD is responsible for all command and control issues to include accountability and military pay. You will be required to keep both offices informed of changes to your academic program through your training agency.

Your orders will assign you to the United States Army Student Detachment (USASD) Fort Jackson, South Carolina with duty at your designated academic institution. [The only exceptions to this assignment are officers participating in the ELDP at Columbia University-Teacher's College who will be assigned to the United States Military Academy (USMA) student account, Professor Army War College who will be assigned to AWC Carlisle student account, and National Defense Intelligence College who will be assigned to Bolling AFB student account.] The USASD has many policies and procedures that differ from units where you have previously been assigned. Therefore, I highly encourage you to **contact USASD immediately upon receipt of this letter**. They have important information that you will need prior to departing your current duty location. Specifically, you need to receive the USASD's welcome packet, in-processing forms, reporting instructions, and leave policies, which may affect your travel and reporting plans. Do not assume you are an exception to policy if your RFO or orders state longer than the period prescribed for schooling in AR 621-1. Contact your career manager immediately and inform the ACS office if your dates exceed the allotted allowable time.

If you encounter any problems with tuition, grade reports, or Academic Evaluation Reports (AER), please contact the ACS office POCs. If problems arise while in school, it is important that all parties supporting your schooling [your ACS training agency (USMA, functional area, assignment officer, etc), ACS office, and the USASD] are informed, particularly if problems affect your academic program or graduation date.

Please read the checklist below information carefully. Ensure you complete all required actions in a timely manner. Failure to follow directions hinders our ability to support you and may result in delay of payments and your ability to start school. If you are a PhD candidate, please read AR 621-1 carefully, as some policies differ from Master degree students.

Again, congratulations on your selection and welcome to the Army's fully funded ACS program.

CHECKLIST

____ Contact USASD immediately at (803) 751-3795/5516/5491, DSN 734-3795/5516/5491 or 1-800-856-3801 or go to their website at **<http://www.jackson.army.mil/usasd/>**

____ Sign in for duty to the USASD no more than 10 days prior to your report date.

____ Upon arrival at your academic institution, visit the school's bursar or business office (third party billing) to confirm the contractual status of your tuition (Sponsorship Letter). If the university has not received the Sponsorship Letter, please ask for a fax number and name of the person who needs the Sponsorship Letter; ACS will then resend the letter. Mrs. Yvette Evans is responsible for schools A-T (Abilene Christian University-Tulane) and Mrs. Doris Dabney/Ms. Maria Dille schools U-Z (University of Akron-Yale). If you are attending a university that grants resident tuition rates to military students, verify your resident status with the billing office. You also need to waive any health insurance offered by the university; if you do not the Army will not be responsible for the fees. You may be required to complete paperwork and renew your resident status each semester; it is your responsibility to ensure this happens. Do not exceed your sponsored amount: Low, Medium, or High cost cap (FY09: Low \$0-17,000, Medium \$17,001-33,000, or High 33,001-45,000). The Army will not assume responsibility for expenses over your approved cap (this does not include increases caused by inflation or reasonable tuition increases) or in violation of your original agreement, i.e. failure to qualify for in-state tuition, unapproved travel, courses not related to your degree. See AR 621-1 para 3-8a. for funding information.

____ You may receive a statement from the institution showing the status of your account, in most cases this is only to show any fees that you are responsible for. Please review the bill to make sure that you do not need to pay any of the fees. The ACS office will receive a separate vendor invoice from the Third Party Billing Office; there is no need for you to forward your copy of the bill to us. If there are any issues with unpaid invoices direct the university to the sponsorship letter and instruct them to contact: Mrs. Yvette Evans, A-T (Abilene Christian University-Tulane) or Mrs. Doris Dabney/Ms. Maria Dille, U-Z (University of Akron-Yale).

____ Please provide us with any changes to your contact information by emailing it to Ms. Stephanie Dixon.

____ Complete and email a DA Form 2125 (Report to Training Agency) to ACS2125@conus.army.mil IAW AR 621-1, para 2-11, after arrival at school and at the end of each semester/quarter, include grade information. Courtesy copy your DA Form 2125 to your training agency. Send your ROTC or USAREC training plan and **mail** the contents to the ACS office: Commander, HRC, ATTN: AHRC-OPL-L, 200 Stovall St., Alexandria, VA 22332-0411, fax to 703-325-3242, or email Ms. Stephanie Dixon. You will not receive receipt confirmation.

____ Ensure that your mailing address is updated on your ORB as this address and your AKO account are the primary means by which we will contact you.

____ Within 60 days of departure from your school, submit one completed DA Form 1059-1 to ACS1059-1@conus.army.mil and one official degree awarding transcript to the ACS office: Commander, HRC, ATTN: AHRC-OPL-L, 200 Stovall St., Alexandria, VA 22332-0411. The DA Form 1059-1 is the Civilian Institution Academic Evaluation Report and should be completed IAW AR 621-1, AR and DA PAM 623-3, and USASD instructions. Doctoral candidates must submit annual AER to ACS1059-1@conus.army.mil IAW AR and DA PAM 623-3. You will not receive receipt confirmation.

____ **Your first POC is your training agency. Do not contact the ACS office for RFO status or special requests that have not been approved in writing by your training agency and branch IAW Section 10 of the ACS SOP.**

AR 621-1 REGULATION HIGHLIGHTS

- TDY and per diem travel is not authorized. Requests for PTDY travel, with justification, must be submitted 90 days prior to departure date from your training agency and the ACS office (Para 2-9) on a PTDY Request Form.

- You are not authorized to audit, take credits that do not apply directly to your degree, or take courses for noncredit without prior approval (AR 621-1 para 2-13). See Section 10 of this SOP to request approval.

- You must be enrolled full time the entire schooling period to include summer sessions. For most universities, the requirement is 9-12 credits for fall and spring, and 6-9 credits for summer (AR 621-1 para 2-14). Any exceptions must be requested and approved in advance IAW Section 10 of this SOP. Funding amounts to pay for tuition and fees are tied to the DA 2125; do not take more hours than indicated on your DA 2125.

- If your school does not have regular summer sessions, you must submit a proposed program through your training agency for research during the summer sessions and indicate whether credit will be given (AR 621-1 para 2-14).

- You are required to attend school full time uninterrupted. Therefore, you are not authorized to attend military courses (ILE, Airborne School, etc) while you are enrolled in the ACS program.

- You will meet degree requirements as quickly as possible. If requirements can be met in less time than allowed, you will promptly inform your training agency, the ACS office, and USASD.

- You will maintain the highest standards of conduct and appearance and will abide by the civilian dress code of the civilian institution (AR 621-1 para 2-15).

- You will devote full time to academic studies. Business activities are restricted in accordance with the [Department of Defense](#) (DoD) Joint Ethics Regulation (DoD 5500.7-R).

- Requests for exceptions/extensions/early graduation must be justified in writing, endorsed by your academic advisor, and sent thru your training agency to the ACS office (AHRC-OPL-L) at HRC IAW Section 10 of this SOP, and communicated with the U.S. Army Student Detachment.

BOOK PAYMENTS

There is no longer a stipend to defray application fees and offset the cost of books. This ceased at the end of fiscal year 2007. It is the responsibility of the individual student to pay application fees and the costs of books. It is no longer a requirement to forward book receipts to the ACS office.

DA Form 2125 (Report to Training Agency)

Officers will email a DA 2125 to the ACS office at ACS2125@conus.army.mil and courtesy copy their training agency after arrival at the school and at the end of each academic term. List previous semester and grades, for grades lower than “B,” explain unsatisfactory performance. Officers who receive grades lower than “B” are subject to removal from the program. List upcoming semester and highlight any academic issues. Students should courtesy copy their appropriate training agency to ensure they are kept abreast of academic progress. Thesis title and one paragraph summary will be listed in the remarks column on the final DA 2125. Tuition is linked to receipt of the DA 2125 so do not delay submission. E-mail to ACS2125@conus.army.mil.

ROTC or USAREC Duty AR 621-1 (28 August 2007)

Para 2-14d. Training attendance

All bachelor’s and master’s fully and partially funded students will participate with the nearest ROTC or Recruiting Command battalion one day each month during the academic year. This participation will not interfere with the student’s schooling. Due to the nature of ROTC and Recruiting Command duty and the student’s schedule, this day may be on a weekend. Officers assigned to the USMA student detachment will serve their 1 day per month with the USMA Department of Behavioral Sciences and Leadership.

(1) Within 45 days of arrival at school, students will coordinate with the Professor of Military Science (PMS) at the nearest Army ROTC battalion to jointly design a program for that one day per month that best meets the needs of the student and ROTC.

(a) If there is no ROTC battalion available on campus or nearby, then the student will contact the nearest U.S. Army Recruiting Command battalion commander and jointly design a program that best meets the needs of the student and the Recruiting Command.

(b) To obtain contact information of the closest recruiting battalion headquarters, students may contact the local recruiting station or go to <http://www.usarec.army.mil> and click on the “Brigades & Battalions” link.

(2) Student participation is intended to provide mentorship, recent technical and tactical input, and raise availability of access to experienced Army personnel who will be telling the Army story. ROTC and Recruiting Command battalion commanders will not require students to serve in a direct role as a primary instructor or recruiter. Students assist in support of instruction or recruiting efforts if appropriately qualified. ROTC and Recruiting Command battalion commanders will not assign any tasks outside of the 1 day per month and will not interfere with the student’s directed academic program.

(3) Students will not be required to incur additional expenses related to performing in this program.

(4) Students will submit an outline of their program participation in memorandum format with their quarter, semester or term DA Form 2125, Report to Training Agency. The memorandum will state the dates and focus of participation, and be signed by the officer and ROTC and Recruiting Command battalion commander.

(5) Students will not receive evaluations for their participation with ROTC or Recruiting Command. ROTC and Recruiting Command battalion commanders may provide input on the semester program outlines or contact the applicable student detachment for questions, comments, or concerns pertaining to an individual officer.

(6) Scope or participation inquiries will be directed to HRC (AHRC–OPL–L), Leader Development Division. Inquiries for student populations will be routed through U.S. Army Student Detachment (USASD), Fort Jackson.

***If the local ROTC or USAREC commands cannot use your service, submit a semester/quarter memorandum in the same format stating that you made contact but the PMS/Recruiting Battalion Commander will not require participation.**

DA Form 1059-1 (Academic Evaluation Report)

1. Send your DA 1059-1 to ACS1059-1@conus.army.mil. Students are required to forward one completed AER to ACS1059-1@conus.army.mil and mail one official degree awarding transcript to Development Branch NLT 60 days after graduation. Ensure you use the address posted on the ACS Home Page when submitting your official degree awarding transcript, Commander, HRC, ATTN: AHRC-OPL-L, 200 Stovall St., Alexandria, VA 22332-0411. Most students PCS prior to the university issuing transcripts. Forward completed AER to be held in the Development Branch until updated transcripts arrive. Ensure you retain a copy of the AER to prevent reconstruction in the event of loss. You will not receive written confirmation of receipt. Monitor your Official Military Personnel File (OMPF),

https://ipermis.army.mil/rms/login_admin.jsp, and contact Ms. Dixon (Mr. Strout for DCP at joel.strout@conus.army.mil) via e-mail if your AER has not been posted after 90 days from the time your degree awarding transcripts are sent.

2. Upon receipt of degree awarding transcripts, the ACS Technician annotates the discipline and funding code, stamps the AER with an official seal, and signs off as the reviewing official in section III, block 13. To reduce the delay in processing, you should sign the DA Form 1059-1 before submission. Development Branch also annotates the officer's ADSO on screen 8 of TOPMIS.

3. Your AER with transcript is hand carried to the Officer Evaluation Records Branch.

4. Officers leaving the fully-funded program are required to ensure their AERs and official transcripts are forwarded to HRC NLT 60 days after the conclusion of their education period. Development Branch will process AERs within 30 days of receipt. **Do not process or file AERs which have not been annotated, stamped, and sealed by Development Branch.**

5. The AER and official degree awarding transcript together are the only official documents that reconcile the expenditures incurred under the auspices of the fully-funded ACS program should HRC be audited. They are also the only documents that officially authorize the entry of appropriate civil educational level data into the OMPF and subsequently onto the officer's ORB. The transcripts should indicate that the appropriate degree in the applicable curriculum was awarded. If the transcript indicates this but is not official, Career Divisions should contact the respective university and verify the applicable degree was awarded and subsequently reflect this information by annotating the AER with the following:

TYPE OF DEGREE: (MS, MA, Ph.D., etc)

AWARDED: (Date degree was awarded)

VERIFIED BY: (Name of person at the school)

NAME: (Name of person contacting the school, title, and Career Division)

6. Failure to complete the training in the time allotted constitutes an adverse report. AR 621-1 makes no provision for additional time in absentia for a thesis, additional course work or special projects. Students who fail to achieve a degree at the conclusion of their formal period of study or training, who voluntarily withdraw, or who are disenrolled for substandard academic performance or misconduct prior to completion of their study must submit an AER IAW AR 621-1, para 2-12b. The officer's Career Division or Functional Area Manager, as the reviewing official, has the authority to annotate Section III of the AER with the comment that the student failed to achieve a degree in the time allotted and refer the AER to the individual for acknowledgment or comment. A copy of the final report **MUST** be forwarded to Development Branch so the officer's education file can be officially closed out. Assignment Officers will ensure a degree has not been annotated on the officer's ORB.

7. Masters students in programs of 24 months or less will receive a single AER upon completion of their study. Doctoral candidates will receive an annual AER. Upon completion of

coursework, doctoral candidates will include current transcripts and state the approximate completion date for their dissertation.

8. The ACS office will only accept DA Form 1059-1 dated MAR 2006, reference AR 623-3, dated 10 August 2007 and DA PAM 623-3, dated 13 August 2007, Evaluation Reporting System.

DA Form 1059-1 is available at:

http://www.army.mil/usapa/eforms/pureEdge/A1059_1.XFDL

http://www.army.mil/usapa/eforms/pdf/A1059_1.PDF

DA PAM 623-3 is available at:

http://www.army.mil/usapa/epubs/xml_pubs/p623_3/cover.xml

http://www.army.mil/usapa/epubs/pdf/p623_3.pdf

AR 623-3 is available at:

http://www.army.mil/usapa/epubs/xml_pubs/r623_3/cover.xml

http://www.army.mil/usapa/epubs/pdf/r623_3.pdf

10. Tuition and Fees

1. **The Army expects ALL officers to participate in reduced tuition programs.**

Many sponsored programs have existing tuition reduction agreements in place, examples: Harvard Strategist, Joint Chief of Staff and Office of Secretary of Defense Intern Program or individual training agency programs. Students that do not attend an existing reduced tuition agreement program are expected to negotiate tuition reduction on their own. By actively pursuing tuition reduction, officers have the opportunity to attend a more prestigious university at a reduced cost. Officers that secure a tuition reduction pass on additional financial resources to other officers applying for ACS.

2. Current cost categories for FY09: low \$0 to \$17,000, medium \$17,001 to \$33,000, and high \$33,001 to \$45,000. **Cost categories are the actual expense for the individual program calculated for one complete calendar year and reflected on the officer's acceptance/tuition letter.** For example, an officer attending through a low cost category and starting in January (spring semester) 2009, the cost cannot exceed \$17,000 from January through December (spring, summer, and fall 2009). Be aware that tuition may vary from program to program within a university, that many universities do not include summer sessions in the cost estimate process, and that numerous programs are willing to assist with graduate tuition cost.

Guide to Negotiating Tuition Reduction

Tuition Reduction Agreements

Informal written agreements, often referred to as (1) individual tuition agreement, (2) tuition agreement incorporated in the acceptance letter, or (3) Memorandum of Agreement (MOA) between an Army agency and the academic institution. Informal written agreements may be either broad (apply to all officers attending the university) or narrow (apply to one specific officer) in scope. They may be a one-time agreement or a standing agreement effective for a specific length of time. Because of this flexibility, universities may be willing to offer limited scope agreements, which provide substantial cost savings to the Army. While these agreements are not legally enforceable, HRC is not aware of any case in which a university has intentionally failed to honor an agreement of this nature. Individual tuition agreements or tuition agreements incorporated in the acceptance letters are the most common vehicles for securing special tuition reductions.

Methods for Negotiating Agreements

(1) **Primary:** Individual officers may attempt to secure a reduced tuition agreement on their own behalf. This has the advantage of distributing the workload associated with this task but ultimately results in increased total efforts as separate agreements must be negotiated for each officer. The success of this approach is highly dependent upon the individual officer's academic qualifications, and the individual's persistence and negotiation skills.

(2) **Alternate:** The program proponent may negotiate the reduced tuition agreements. The proponent may pursue a narrow agreement for an individual student or a broader agreement to cover multiple students over a specific period of time. Example: Specific departments within USMA can engage the respective departments of universities with the goal of developing a portfolio of agreements to achieve the desired level of educational diversity among their rotating faculty.

Collective agreements are much more time consuming and normally require the Army to compromise during negotiations.

Procedures and Guidelines for Negotiating Informal Written Agreements

(1) **No Contracts:** The single most important point to keep in mind when seeking informal agreements for reduced tuition is that the government cannot be obligated in any way. The agreements cannot make guarantees of attendance or commitment to send a prescribed number of students to a university in exchange for reduced tuition. The tuition agreements do not serve as Army contracts.

(2) **Formality:** While these agreements are informal and not intended to be legally enforceable contracts, they must be made in writing on university letterhead and be signed by an official empowered to commit the institution. The terms must be stated in a straightforward and unambiguous fashion to preclude honest misinterpretations by either the university or the government. The letter must clearly state the amount to be charged each term for the duration of the degree. The proponent should keep the original and a copy of the agreement must be forwarded to HRC (AHRC-OPL-L) with the ACS nomination packet.

(3) **Meeting the Cost Category:** The Army Advanced Civil Schooling program distributes school quotas by cost category. The categories reflect fiscal year totals as stated above. The goal of the tuition reduction agreements is to bring the tuition rates of a university, which normally does not fit the budget restraints of a cost category, down to a rate that falls into the ACS authorized category. Reduced tuition agreements must reflect the cost of tuition for each period of schooling, whether semester or quarter, and meet the criteria of the ACS cost category. The agreement must also cover the entire period of schooling from start date to graduation date to ensure that the cost of tuition does not alter while the officer attends school.

(4) **Multiple Year Agreements:** Tuition reduction agreements for multiple years, multiple students, and multiple disciplines are excellent. However, they must still cover the entire period of schooling for all students under the agreement. If a student's schooling period is past the end date of the initial tuition reduction agreement, then a new agreement must be coordinated to cover the student for the duration of their program.

(5) **Legal Requirements:** While there is no requirement for a legal review of an informal written agreement, it is strongly recommended that those individuals who engage in negotiations on behalf of a training agency first consult with the training agency and local ethics advisor for any special guidance that may apply as a result of unique statutory or policy issues pertaining to said training agency. Officers should clearly express that they are negotiating on their own behalf. If questions of representation are involved, i.e. a university under the impression they are negotiating with the Army, the officer must forward any such written agreements to the Department of the Army (AHRC-OPL-L) for legal review.

(6) **Terminology:** Each university handles their tuition reduction differently. Therefore, they may select to use the following terms: in-state tuition rate, resident tuition rate, tuition reduction, or offset. All of these terms are acceptable for use in the tuition reduction agreements as long as the student does not accept the money directly. All financial discounts should be credited to the student's account and reflected upon the invoice sent to ACS for final billing.

(7) **Bottom Line:** Don't be afraid to ask for tuition reduction. Many universities are willing to assist Army officers financially. Start with a department head and not an administrator. Clearly state that the university receives an excellent, experienced, professional student and mentor for younger students, and the Army officer receives a high quality education at a reduced rate.

(8) **Letter Example:** The university may state in the acceptance letter the source of the additional funding in excess of current cost category cap if necessary, but it is not required. For example, the university may state that the Russian Studies department will pay the difference between \$17,000 and full tuition. A university/department may refer to its contribution to an officer's tuition as an offset, waiver, tuition reduction, difference, etc.

Development Branch recommends the terms of the reduced tuition agreement be specified in the acceptance letter or tuition agreement letter from the university to include: (1) the amount charged to the Army for tuition and fees each term, (2) the number of credit hours taken each term, and (3) the total number of required credit hours for degree requirements. The following examples apply to an 18 month program where the officer begins school in the fall:

a) For a university on the semester system:

(1) **(Tuition rate per credit hour) times (number) of credits for 1st semester**

Fees for 1st semester—**[List all mandatory]**

Total tuition and fees for 1st semester

(Tuition rate per credit hour) times (number) of credits for 2nd semester

Fees for 2nd semester—**[List all mandatory]**

Total tuition and fees for 2nd semester

(Tuition rate per credit hour) times (number) of credits for 3rd semester

Fees for 3rd semester—**[List all mandatory]**

Total tuition and fees for 3rd semester

Total tuition and fees (for first calendar year)_____.

(2) **(Tuition rate per credit hour) times (number) of credits for 4th semester**

Fees for 4th semester—**[List all mandatory]**

Total tuition and fees for 4th semester

(Tuition rate per credit hour) times (number) of credits for 5th semester

Fees for 5th semester—**[List all mandatory]**

Total tuition and fees for 5th semester

Total tuition and fees (for second calendar year)_____.

Total tuition and fees for total program _____.

b) For a university on the quarter system:

(1) **(Tuition rate per credit hour) times (number) of credits for 1st quarter**

Fees for 1st quarter—**[List all mandatory]**

Total tuition and fees for 1st quarter

(Tuition rate per credit hour) times (number) of credits for 2nd quarter

Fees for 2nd quarter—**[List all mandatory]**

Total tuition and fees for 2nd quarter

(**Tuition rate per credit hour**) times (**number**) of credits for 3rd quarter
Fees for 3rd quarter—[**List all mandatory**]

Total tuition and fees for 3rd quarter

(**Tuition rate per credit hour**) times (**number**) of credits for 4th quarter
Fees for 4th quarter—[**List all mandatory**]

Total tuition and fees for 4th quarter

Total tuition and fees (for first calendar year) _____.

(2) (**Tuition rate per credit hour**) times (**number**) of credits for 5th quarter
Fees for 5th quarter—[**List all mandatory**]

Total tuition and fees for 5th quarter

(**Tuition rate per credit hour**) times (**number**) of credits for 6th quarter
Fees for 6th quarter—[**List all mandatory**]

Total tuition and fees for 6th quarter

Total tuition and fees (for second calendar year)_____.

Total tuition and fees for total program _____.

Prohibition of Paying Tuition “Out of Pocket”

1. **Students will not be allowed to pay any tuition “out of pocket” or make up the difference in tuition to attend a higher cost category university** (This does not include fees and other expenses not covered in AR 621-1, Chapter 3). The officer is responsible for all fees not paid by the Army, i.e. registration, parking, recreation, technology, deposit, orientation, enrollment, transcript, cap and gown fees, ID card, book cost, etc. Officers may be held accountable for incompletes, failing grades or failure to remain in compliance with the approved program requirements, i.e. taking courses not required, failing to submit in-state waiver for residency tuition status. The Army cannot allow students to pay for tuition with their own funds or through their own financial arrangements due to financial and legal risks that may be incurred. Specific reasons are as follows:

a. Should the student or financing agent refuse or become unable to pay their share of tuition, the Army could become liable for the unpaid balance.

b. Should the officer not complete his studies or depart the service prior to completing his service obligation, it is legally unclear as to whether the Army would be able to recoup the full amount of the pro rata costs expended on the educational program.

c. The cumulative financial and legal risks accruing from multiple annual agreements of this nature would vastly outweigh the potential mutual benefits of any such financial arrangement.

d. A policy allowing such financial arrangements opens the door to charges of economic discrimination, since only those potential students who possess, or who have access to, the financial means to avail themselves of such an arrangement would be able to profit from it.

2. Master's students choosing to pursue a PhD will not be funded for any PhD associated tuition and fees. Master's students are required to complete their approved master's degree and proceed to their utilization tour. Students that continue on, primarily USMA sponsored students, will not be extended under a master's quota. Students desiring pursue a PhD must find a training agency for a new ACS quota or do so at no expense to the Army.

States Granting Resident Tuition Rates to Service Members

There are many intricacies to in-state tuition qualification. For the most current information refer to the DoD In-State Tuition Page available on the ACS Links page or directly at <https://www.hrc.army.mil/site/Education/InState/index.htm>

11. Changes to Program of Academic Study

1. Any and all requests to change an officer's academic program must be in writing. Training agencies have disapproval authority. Chief, Advanced Civil Schooling is the final approval authority for requests that are approved by the training agency.

2. **Examples of common requests** to change an officer's academic program are:

- **Reduced course load**
- **Change of end date (extension or curtailment of graduation date)**
- **Overseas travel**
- **Retake a course**
- **Request TDY or PTDY**
- **Request leave**
- **Change discipline**
- **Summer Semester Schedule**
- **Extend Phase I or II of Ph.D. program**
- **Change to original academic plan submitted with the ACS nomination packet**

3. All requests will include, at a minimum:

- Justification
- Statement on how it will affect the officer's graduation date (if none, state so)
- Cost to the Army due to the change (if none, state so)
- Officer's signature
- Written endorsement by the officer's academic advisor
- Written endorsement by the officer's training agency (Career Branch, Career Divisions of Human Resources Command, United States Military Academy, Professor Army War College,, etc.)
- Written endorsement by the officer's Career Manager/Assignment Officer

4. **Requests must be routed through the officer's training agency** to Development Branch (AHRC-OPL-L) and received by Development Branch not later than 90 days prior to the beginning of the term or desired action. For overseas travel, 120 days is required. For changes to graduation dates where the branch is not the training agency, the career branch must also recommend approval/disapproval and CDR, USASD will be informed of the change by the Chief, ACS.

12. Temporary Duty (TDY) and Permissive TDY

1. Per AR 621-1, paragraph 2-9d, *Travel*. “The CG, HRC, plans and budgets all funds to meet programmed educational requirements (para 2–5). This does not include funds for TDY travel and per diem for fully or partially funded programs.”

(1) Students may request travel funding from their training agency or the organization to which they will be assigned if the research or attendance will benefit the proponent or organization. Students may also travel by no cost or permissive TDY (PTDY) in accordance with AR 600–8–10. The student is responsible for making all travel arrangements.

(2) Funds for TDY travel and per diem are not authorized for persons in partially funded programs.

(3) Students will submit CONUS requests for TDY travel to the appropriate training agency a minimum of 90 days prior to the desired date of departure. Requests will contain justification that the travel is required by the institution. All requests must be endorsed by the student's academic advisor, student detachment commander, training agency, and submitted to HRC (AHRC-OPL-L) for final approval. Information copies will be sent to the proper student detachment as shown in AR 621-1 paragraph 2–10.

(4) Students in AR 621-1 programs are not permitted to travel to hazardous duty areas. Students who desire to travel to approved overseas areas in conjunction with study abroad as a part of their overall academic program may do so as long as the cost of tuition does not exceed the cost of tuition for the semester and they receive appropriate academic credit toward their degree. Request will contain justification that the travel is required by the institution. Study abroad tuition must be billed through the U.S. degree awarding university in accordance with the existing third party sponsorship agreement. Students will travel at their own expense unless funding is provided by their training agency or gaining organization. All requests must be endorsed by the student's academic advisor, student detachment commander, training agency and submitted to HRC (AHRC-OPL-L) 120 days before desired date of departure for final approval. The additional requirement allows for approval through HRC (AHRC-OPL-L), travel coordination through the applicable student detachment, passport processing, country clearances, and administrative processing. The student is responsible for making all travel arrangement.

2. Submit a request in writing to Commander, HRC, ATTN: AHRC-OPL-L, 200 Stovall Street, Alexandria, VA 22332-0411 or fax 703-325-3242.

a. Request for funded TDY must include the following:

- 1) Name, grade, SSN
- 2) Name and location of school
- 3) Inclusive dates and number of days of TDY period
- 4) Place of TDY
- 5) Mode of travel

- 6) Purpose of TDY and credits earned (with documentation that it is required)
- 7) Detailed list of costs (with documentation, i.e. program, brochure, syllabus)
- 8) Endorsement from academic advisor
- 9) Endorsement from proponent (i.e. your branch, functional area, or USMA--whoever sponsored you)
- 10) Security or country clearances, passports, or visas required
- 11) Detailed itinerary

b. Request for permissive TDY must include the following:

- 1) Name, grade, SSN
- 2) Name and location of school
- 3) Inclusive dates and number of days of PTDY period
- 4) Place of PTDY
- 5) Purpose of PTDY
- 6) Completed DA Form 31
- 7) Endorsement from academic advisor
- 8) Endorsement from proponent (i.e. your branch, functional area, or USMA--whoever sponsored you)
- 9) Security or country clearances, passports, or visas required
- 10) Detailed itinerary
- 11) Program, brochure, or syllabus detailing the specifics of the program
- 12) The number of credits to be awarded

3. Submit a copy of travel orders to CDR, USASD prior to departure.

4. Understand that no money is budgeted for ACS travel. Do not select a degree scheme that requires travel. Approval for HRC funded TDY requests are extremely rare, to include PhD requests. If funding for TDY is disapproved by HRC, you may request funds from your training agency or follow on assignment.

13. Utilization Tour and Deferrals/Curtailments

1. AERS Utilization Tour.

a. Initial tour. DoD policy specifies that officers who attend fully or partially funded civilian schooling for 12 months or more will serve an initial utilization tour in positions validated for graduate education. This utilization will be for a minimum of 24-months and will normally occur immediately following such education, but **not later than the second tour**.

b. Subsequent tours. DoD policy states that officers with an advanced civilian degree will serve as many subsequent AERS utilization assignments as Army requirements and professional development considerations will permit.

2. Request for Deferral/Curtailment of Utilization Assignment.

a. The CG, HRC is the approval authority for all requests for deferral/curtailment from initial AERS utilization assignments, except for officers in the Judge Advocate General's Corps and Chaplain's Corps.

b. Submit requests to Chief, Development Branch, HRC (AHRC-OPL-L). Be specific and detailed when explaining justification for deferral/curtailment.

c. Requests will be considered on a case by case basis.

3. Example utilization waiver:

OFFICE SYMBOL

DATE:

MEMORANDUM THRU

BRANCH CHIEF

DIVISION CHIEF

CHIEF, CIVILIAN EDUCATION

CHIEF, DEVELOPMENT BRANCH, ATTN: AHRC-OPL-L

FOR CG, HRC

SUBJECT: Request for Army Educational Requirements System (AERS) Utilization Assignment Action

1. IAW AR 621-108, dated 26 March 2007, the following information is submitted pertaining to the AERS action indicated below:

NAME _____ SSN _____
GRADE _____ BRANCH/FUNCTIONAL AREA _____
QUOTA SOURCE _____

- Date of Graduation from Civil Schooling/TWI _____
- Date Assigned to AERS (ACS or TWI) Position _____

2. Request for AERS: (Check Appropriate Action and Complete Justification)

_____ Curtailment _____ Deferral _____ Other

3. Justification for Action Required:

4. Requestor:

APPROVED/DISAPPROVED

DATE:

Signature Block

14. Doctorate (PhD) Degree Time Limits and AER Processing

1. In accordance with AR 621-1, officers participating in the ACS Program pursuing a doctorate degree are allowed a maximum of up to five years to obtain their degree. An ACS PhD program has, if necessary, two phases:

- Phase I covers the period of time spent on campus for completion of preliminary research, coursework, and comprehensive exams for a maximum of three years (PAWC candidates will only receive two years in residence).
- Phase II is the period of time for completion of doctoral research and completion of a dissertation in conjunction with teaching duties at USMA or duties in another AERS validated assignment for a maximum Phase I and Phase II total of five years.

2. On an exceptional basis, an officer may be granted an extension allowing him/her to remain in the PhD program as a non-resident (full time on campus enrollment will not exceed a three year period), but students must understand that these exceptions will be few. Requests for extension must be submitted in writing through the officer's training agency, career division or functional area manager. If approved, the proponent/training agency will be required to use a current year quota to fund the extension. Requests must include:

- An explanation as to why the degree will not be completed by the original completion date,
- How the officer expects to complete his degree if given additional time,
- The projected date of completion (date dissertation will be approved and graduation date if different than dissertation date),
- The faculty advisor's recommendation with revised and signed DA Form 2125, and
- An endorsement from USMA, PAWC or proponent.
- This information is in addition to those items listed in "[Changes to Program of Academic Study](#)" in Section 10 of this SOP.

3. Officers pursuing a Masters degree, who have begun a PhD program on their own, may not apply to change their existing Master quota to a PhD quota.

4. Academic Evaluation Report (AER). AER for Doctoral candidates are required yearly. Upon completion of coursework, PhD candidates will include current transcripts and state the approximate completion date for their dissertation.

5. The ACS office will only accept DA Form 1059-1 dated MAR 2006, reference AR 623-3, dated 10 August 2007 and DA PAM 623-3, dated 13 August 2007, Evaluation Reporting System.

DA Form 1059-1 is available at:

http://www.army.mil/usapa/eforms/pureEdge/A1059_1.XFDL
http://www.army.mil/usapa/eforms/pdf/A1059_1.PDF

DA PAM 623-3 is available at:

http://www.army.mil/usapa/epubs/xml_pubs/p623_3/cover.xml

http://www.army.mil/usapa/epubs/pdf/p623_3.pdf

AR 623-3 is available at:

http://www.army.mil/usapa/epubs/xml_pubs/r623_3/cover.xml

http://www.army.mil/usapa/epubs/pdf/r623_3.pdf

15. Recommended Thesis/Dissertation Topics and Publication

1. Strategic Studies Institute U.S. Army War College, Key Strategic Issues List (KSIL),
<http://www.strategicstudiesinstitute.army.mil/pubs/ksil.cfm>
2. TRADOC, Studies & Analysis Division (S&AD), Requirements Integration Directorate (R),
Army Capabilities Integration Center (ARCIC), US Army, COMM: 757.788.5802, DSN:
680.5802 Internet: www.arcic.army.mil/ri_sna.htm
3. For students interested in publishing, *Military Review*,
<http://usacac.army.mil/CAC2/MilitaryReview/>.
Managing Editor, (913) 684-9339 or leav-milrevweb@conus.army.mil.